

1 JULY 2004



Operations

**MANAGEMENT OF MISSILE ALERT
FACILITIES AND CENTERS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 341 OG/OGFM
(MSgt Brian K. Nicholson)
Supersedes MAFBI 13-205, 31 January 1999.

Certified by: 341 OG/CC (Colonel Edwin T. Parks)

Pages: 11
Distribution: F

This instruction implements **Air Force Policy Directive (AFPD) 10-2, *Readiness***. It applies to all Department of Defense (DoD) and civilian personnel who enter or use the missile alert facilities (MAF) and launch control centers (LCC). It outlines general responsibilities, procedures, and guidance while using these facilities and centers. Persons subject to the Uniform Code of Military Justice (UCMJ) who violate the directives in paragraph **5.3**, are punishable under Article 92, UCMJ. Civilian personnel who violate this instruction may be subject to disciplinary action under **Air Force Instruction (AFI) 36-704, *Discipline and Adverse Action***. Recommendations to improve or revise this instruction are encouraged. Submit them in writing to the office of primary responsibility (OPR), 341st Operations Group (341 OG/OGFM) for staffing and coordination. Any person or organization discovering a discrepancy between this instruction and any other directive should immediately notify the OPR. Maintain and dispose of records created as a result of prescribed processes in accordance with the *Records Disposition Schedule*, available in WebRIMS.

SUMMARY OF REVISIONS

This instruction makes designation changes throughout, changes restrictions on tobacco use (paragraph **6.**), makes changes to requirements for wear of civilian clothing (paragraph **8.5.**), modifies the remain over night (RON) room configuration (paragraph **12.6.**), modifies and consolidates cleaning responsibilities (paragraph **11.**), adds fire drill requirements (paragraph **18.2. 18.3.**), and replaces **Attachment 1** Glossary of References and Supporting Information with **Attachment 1**, Sample MAF Violation Letter. A bar (|) indicates revision from the previous edition.

1. Responsibilities. All persons who work, rest, or RON at any 341st Space Wing MAF or LCC are responsible for knowing the provisions of this instruction.

2. Mission Statement. The primary purpose of the MAF is to support the war-fighting capabilities of the launch control center and its missile combat crew by providing meals, protection, and a comfortable place to rest for all personnel who support mission requirements in the missile complex.

3. Customers. Internal: Missile Combat Crew (MCC), Facility Manager (FM), Chef, Flight Security Controller (FSC), Security Response Teams (SRT), and Mobile Fire Teams (MFT). External: Group Commanders, Squadron Commanders, and all other personnel and teams dispatched to the missile complex.

4. Duress Words. All personnel dispatched to the missile field complex will know the current duress words. When MCCs receive notification from Malmstrom Command Post (MCP) that duress words have been changed or compromised, they will immediately relay the new word or words to the FM, FSC, and other MAF personnel. The MCC will ensure SRTs or other teams at the MAF relay this information to all personnel in the flight area.

5. Control of Personnel. The FM is the noncommissioned office in charge (NCOIC) of the MAF and is responsible for the management, control, and general supervision of personnel dispatched to the MAF. Appropriate supervisors (not the FM or MCC) are responsible for the supervision of primary or technical duties. FM supervision involves compliance with general military standards, conduct, housekeeping, general maintenance, and emergency or exercise actions. The missile combat crew commander (MCCC) is the officer in charge of the entire flight under his or her control.

5.1. The FM will attempt to resolve conflicts or disputes commensurate with his or her level of authority. If a solution or agreement cannot be reached, the MCCC will assist in resolving the issue with his or her judgment being final.

5.2. Violations. Supervisors have the primary responsibility for correcting infractions, and violations of **AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel***. Since the FM is the NCOIC of the MAF, he or she is also responsible for identifying and correcting violators, including permanent party and transient personnel.

5.2.1. The FM will prepare MAF Violation Letters for discrepancies (see [Attachment 1](#), MAF Violation Letter).

5.2.2. The FM will make every effort to notify the violator's immediate supervisor about the violation. For instance, if the violation involves security forces personnel, the FM will report the problem to the security forces squad leader who in turn will notify the flight sergeant and flight commander.

5.2.3. The FM and violator will sign the letter. The FM will annotate the comments area of the endorsement section if the violator refuses to sign.

5.2.4. The FM will forward the violation letter to the squadron FM Superintendent for proper disposition.

5.3. Personnel dispatched to a MAF are normally restricted to the confines of the MAF fence. Personnel assigned to the MAF, but not in duty status, may leave the confines of the fence for physical exercise. The FM will not leave the MAF when visitors are present or when maintenance is being performed at the site. All personnel leaving the MAF for physical exercise must comply with the following conditions:

- 5.3.1. Coordinate exercise period with the MCCC.
- 5.3.2. Notify the FSC of duration and route of travel.
- 5.3.3. Do not exceed 30 minutes total time.
- 5.3.4. Do not exceed 15-minute return time to the MAF.
- 5.3.5. Do not conduct off-site exercise during any higher headquarters inspection.

6. Tobacco Products Policy. The use of any tobacco product is prohibited inside the MAF building or near points of ingress or egress. Tobacco use is allowed at the outside designated area only. Tobacco material will be disposed of in butt cans or appropriate containers. Tobacco products will never be disposed of in trash cans.

7. Alcohol/Drugs/Gambling.

- 7.1. Personnel performing duties within the missile complex are prohibited from possession or use of alcoholic beverages, controlled substances, and prescription drugs that are not specifically prescribed by proper medical authorities for on-duty use.
- 7.2. Any game or lottery played for money, property, services, or other benefits is prohibited.

8. Dress Code. Military personnel will comply with **AFI 36-2903** while at the MAF. In addition, all personnel at the MAF will comply with the following restrictions:

- 8.1. On-duty personnel will be in uniform.
- 8.2. The MAF is a no-hat area within the confines of the MAF fence line, except for security forces performing official duties under arms. Security forces may wear headgear in the MAF building when performing official duties and under arms. Chefs must wear appropriate headgear in the kitchen while preparing food.
- 8.3. Bare feet are not allowed on the MAF. Shoes, slippers, or socks must be worn at all times. Shower shoes will be worn when showering.
- 8.4. Civilian clothing will be clean and in good repair. Sleeveless garments, sleep wear, swim wear, short shorts, or extremely short cutoffs, and soiled or sweaty clothing are not allowed in the dining area or the lounge.
- 8.5. Sleeveless garments may be worn outside, or while exercising, by off-duty personnel.
- 8.6. Ragged clothing will not be worn for lounging purposes.

9. Multimedia Viewing. All MAFs are Air Force work centers and must be free from discrimination of any kind or from sexual harassment creating or condoning an intimidating, hostile or offensive environment. Any program, video, website, or reading material that contains sexually explicit content, promotes racial prejudice, or conveys hate group messages is prohibited on all MAFs.

- 9.1. Control of Television on the MAF. The FM/MCCC will have final approval of any material being shown on the TV. The following basic rules will apply:
 - 9.1.1. Any material found to be offensive (nudity, language, etc.) to any person watching will not be shown.

9.1.2. Any videotape or digital video disk (DVD) either “not rated” or rated higher than "R" will not be shown.

9.1.3. No non-commercial videotapes or DVDs will be shown that display offensive material (nudity, language, etc.).

9.1.4. The majority of those watching TV will have approval to watch a program subject to aforementioned restrictions.

10. Visitors:

10.1. The FM will immediately give all visitors a safety briefing after they are properly processed on, and cleared for the site. The FSC will give the briefing in the FM's absence.

10.2. The designated escort official will give an escort briefing to all visitors that require escort immediately after the FM's safety briefing.

10.3. Very important persons (VIP) are lieutenant colonels and above, squadron commanders, and higher headquarters inspection personnel. The FM or designated representative will greet all VIPs at the MAF gate, clear them with security, give them a safety briefing, and provide a tour of the site, if desired. The FM will escort VIPs to the gate upon their departure.

10.4. Proper military courtesy will be exercised at all times. The MAF will be called to attention for lieutenant colonels and above, squadron commanders, and any higher headquarters inspection officer.

11. Cleaning Responsibilities. All personnel assigned to or visiting the MAF will be responsible for maintaining MAF cleanliness. This includes all support facilities, LCC, launch control equipment building (LCEB), access road, and exterior grounds. The FM has overall responsibility for maintaining cleanliness and has authority to utilize all available personnel for areas they use. The FM is responsible for minor maintenance, and can use assigned personnel to assist if required. The FM must consider crew rest, time lines, and assigned duties before assigning tasks.

11.1. The FM can utilize available personnel to assist with additional cleaning, maintenance, and self-help projects not otherwise covered by this instruction. Personnel assisting with site maintenance and self-help projects will receive a job safety briefing from the FM. The individual's AF IMT 55, **Employee Safety and Health Record**, will be documented with a MAF safety briefing.

11.2. Standards of Cleanliness. The following definitions for cleanliness are provided:

11.2.1. **INDUSTRIAL CLEAN** - Free of trash, debris, or foreign objects, and when applied to interior areas, free of bulk deposits of dirt, dust, or grease, and accumulations of spilled water, oil, lubricants, or other liquids. Industrial clean areas must be safe for personnel access, maintenance, and operation.

11.2.2. **COMMERCIAL CLEAN** - Industrial clean, plus reasonably free of dirt, dust, foreign residual solids, moisture, and spilled oil, grease, lubricants, and foreign liquids.

11.2.3. **DOMESTIC CLEAN** - Commercial clean, plus free of dirt, dust, foreign residual solids, moisture, foreign liquids, visible oils, grease and lubricants, and commensurate with design functions.

11.3. Topside Responsibilities. The FM will use the following information as a guide for assigning clean-up responsibilities. The MAF, including grounds and support buildings, will be ready for inspection no later than 1000 daily.

11.3.1. All assigned personnel will:

11.3.1.1. Clean their rooms and make their beds.

11.3.1.2. Help with general cleaning anytime conditions warrant, or as directed by the FM. This includes washing windows, picking up trash, cleaning light fixtures, shampooing carpets, etc.

11.3.1.3. Clean up any mess they make as it occurs (e.g., spills, return of coffee cups and magazines, proper disposal of empty cans).

11.3.1.4. Clean areas and floors that become excessively dirty due to inclement weather or excessive activity.

11.3.2. The FM will clean unoccupied bedrooms, the water treatment room, communications room, diesel generator (DG) room, and environmental control system (ECS) room. The DG, communications, and ECS rooms will be maintained industrially clean and the water treatment room commercially clean.

11.3.3. Security Forces' responsibilities:

11.3.3.1. The day two-person SRT or MFT will clean the latrines, utility/boiler rooms (10 MS, 12 MS, 490 MS), utility room (564 MS), and vacuum hallway. Personnel requiring access to an opposite-sex latrine for cleaning duties will ensure it is vacant before entering.

11.3.3.2. The night two-person SRT or MFT will clean the lounge, vestibule, weight room, and empty trash.

11.3.3.3. The FSC will ensure the entire Security Control Center (SCC), to include the latrine, is clean and trash emptied each shift.

11.3.4. The MAF chef will clean the kitchen and dining area and empty trash.

11.3.5. Anyone using the garages will ensure they are clean upon his or her departure.

11.3.6. Transient personnel will:

11.3.6.1. Clean up after themselves, following the basic philosophy, "If you mess it up, clean it up."

11.3.6.2. Clean areas at the MAF where they have performed maintenance work. The FM must approve the cleanliness of work areas before a team's departure.

11.3.6.3. Clean their bedroom if they have occupied one during their stay. This will include neat arrangement of beds, discarding of any trash, vacuuming, etc. The FM must approve the room condition prior to the team's departure.

11.3.6.4. The FM will direct any team that remains overnight (RON) to assist the assigned security forces with their daily, weekly, and monthly cleaning responsibilities. The FM must consider crew rest, time lines, and assigned duties before assigning tasks.

11.3.7. Periodic cleaning responsibilities:

11.3.7.1. Daily, as a minimum, the MAF will be vacuumed, dusted, trash emptied, latrine, utility/boiler rooms cleaned and mopped, books, magazines, etc., put in their proper places, bedrooms will be straightened and beds made when not in use.

11.3.7.2. Monthly, as a minimum, the MAF will have the windows washed, garage cleaned, carpet shampooed, light fixtures cleaned, and parking area swept. Heavy use or inclement weather may require more frequent cleaning.

11.4. Below-Ground Responsibilities:

11.4.1. The MCC will ensure the LCC is neat, clean, and orderly at all times. The MCC is responsible for normal day-to-day cleaning of the LCC, such as emptying waste baskets, cleaning the consoles, commode, sink area, refrigerator, freezer, and microwave, and maintaining the LCC bed and storage cabinet in a neat, orderly configuration.

11.4.2. The FM will inspect the elevator, elevator shaft, tunnel junction, and elevator landings at least every Sunday, and clean as needed.

12. Billeting. The Central Reservation Point (CRP) will assign bedrooms to requesting teams and evenly distribute RONS throughout the squadron as missions dictate. Officers and Senior NCOs will be assigned separate sleeping quarters when possible. Female personnel will be assigned separate sleeping quarters from male personnel except under extreme emergency conditions. Squadron commander or higher approval is required before any type of coed sleeping conditions can be implemented.

12.1. If a situation arises requiring the use of sleep shifts in the same bed, personnel will remove their linen from the bed, fold it neatly, and place it in a paper or plastic bag provided by the FM. They will use the same linen upon retiring.

12.2. Teams normally needing only one room may be allowed to utilize additional rooms at the discretion of the FM. These additional rooms will be on a night-by-night basis to allow quality sleeping conditions.

12.3. Bed make-up is the responsibility of each individual using a bedroom. Beds assigned to individuals will be made with one mattress cover, two sheets, one pillow, one pillowcase, one blanket, and a bedspread blanket or comforter. Each individual will neatly fold used linen and return it to the FM.

12.3.1. Personal sleeping bags may be used. A blanket, bedspread, or comforter will be used to neatly cover the mattress. When not in use the sleeping bag must be neatly arranged on the bed.

12.4. Personal property will be neatly arranged in the room when not in use (i.e., toiletries will be stored in appropriate containers, luggage will be zipped and placed in the closet or under the bed when not in use. Items on top of the desk should be neatly arranged.).

12.5. The FM will keep all unoccupied rooms locked.

12.6. Standardization of RON room configuration:

12.6.1. Four beds per RON room.

12.6.2. Four beds per site security force rooms.

12.6.3. Two beds in the chef's room.

12.6.4. M-01 and C-01 will provide one room with six beds.

12.6.5. Two beds in the designated VIP room.

12.6.6. MAFs will have no more than one RON room down for self-help at a time, unless approved by the squadron commander.

12.7. Standardization of permanent party policy:

12.7.1. The chef will have a permanent room, shared only by a training chef, unless an emergency exists.

12.7.2. The FM will have a permanent room.

12.7.3. Site security forces will have two permanent rooms. They may use additional rooms on a night-by-night basis with the facility manager's approval, but may not reserve additional rooms, except for female personnel.

12.7.4. Mobile maintenance will have a permanent room assigned at M-01 and S-0.

12.7.5. Camper Alert Teams will have a permanent room assigned at C-01 during winter months.

12.8. Central Reservation System:

12.8.1. Charlie, Mike, Golf, and Tango MAFs will serve as central reservation points (CRP).

12.8.2. The FM at the CRP will maintain a reservation book and status board reflecting number of rooms, beds per room, availability of rooms, and status of rations at each MAF.

12.8.3. The FM at the CRP will have the authority to reserve rooms for customers at all five MAFs within his/her missile squadron area.

12.8.4. Customers needing a room will call the FM at the CRP between the hours of 0730 and 1630 the day before it is needed.

12.8.5. The FM at the CRP will brief the customer on the status of availability and condition of the rooms/MAF. He/She will reserve and confirm reservation with the customer and FM at the applicable MAF.

12.8.6. FMs at other MAFs will assist customers with their room request. They will also explain the Central Reservation System.

13. Property and Equipment Management.

13.1. Damage to property or equipment may subject the violator to punishment in accordance with Article 108, UCMJ. Furthermore, monetary damage may be collected in accordance with **AFMAN 23-220, *Reports of Survey for Air Force Property***. The FM will report any damage to property or equipment to the Wing Safety office for mishap reporting and investigation purposes, and the squadron superintendent.

13.2. FMs are responsible for the proper care, utilization, and accountability of MAF equipment and tools. FSCs are responsible for accountability of all security equipment in the SCC. MCCs are responsible for accountability of their equipment and tools in the LCC.

13.3. Any organization that moves equipment (i.e., freezer, refrigerator, or vending machine) will have a dolly or the necessary tools to move the items safely and without damaging the MAF. The FM will refuse to let items be moved if the equipment is not available.

14. Mess Facilities. FMs will ensure the kitchen and dining areas are always kept clean, safe, and sanitary. Inspection of these areas will not be considered as interfering with the technical duties of food service personnel. Substandard cleanliness will be corrected immediately.

14.1. Scheduled MAF meal hours are:

Breakfast 0700 - 0800

Lunch 1100 - 1300

Dinner 1730 - 1900

Midnight meal 2200 – 2300

14.2. Personnel already on-site will order no later than 30 minutes prior to closing of the meal hours.

14.2.1. The chef will provide an order sheet at the conclusion of meal hours for personnel to order for the next meal.

14.3. The chef will provide hot meals to teams who are not able to eat during normal meal hours due to mission requirements. The FM/MCCC must approve or disapprove the serving of meals before or after normal meal hours.

14.3.1. Since maintenance and security teams are often not able to meet the posted MAF meal schedule, Missile Maintenance Operations Center (MMOC) or appropriate security forces leadership will notify the FM as soon as they are aware of the need to deviate from the normal MAF meal hours.

14.3.2. All teams that are going to RON will notify the chef at least 1 hour prior to MAF arrival to place their hot meal orders. It is recommended this be done just prior to back out to allow time for the chef to have the meals ready when the team arrives on site.

14.4. If a requirement exists to subsist away from the MAF, box meals can be provided. Personnel must arrange their own transportation of meals and coordinate with the FM or chef to ensure food pickup prior to 2300. Hot type meals will only be issued if the customer has the means to heat or reheat them to 140 degrees Fahrenheit.

14.5. Personnel who cannot meet MAF meal hours will obtain box lunches or utilize base dining facilities prior to departing support base. Personnel going to a MAF for meals will:

14.5.1. Contact the MAF as soon as possible and place their orders. Meal preparation normally takes a minimum of 45 minutes.

14.5.2. Provide name, organization, office symbol, and trip number.

14.6. To cancel a meal, personnel will:

14.6.1. Notify the MAF as soon as possible.

14.6.2. Give reason and identify the control center that directed the change in itinerary. The individual who ordered the meal will be required to pay for it (if prepared) unless proper authority authorizes a deviation. Appropriate job controllers and commanders are normally the proper authority.

14.7. Personnel should have the correct change to pay for the meal. Denominations larger than ten dollars will normally not be accepted. Canadian funds and personal checks will not be accepted.

14.8. The chef will deliver MCC meals to the LCC in the 564 MS due to mission requirements.

15. Snow Removal. Site personnel will help the FM clear the paved area inside the MAF fence, helipad, and access roads when equipment is available. Fire exits must remain clear of snow and ice at all times. Personnel operating snow removal vehicles must have a valid driver's license for the equipment they are operating.

16. Utilities Conservation:

16.1. All personnel will conserve energy.

16.2. Air conditioners will be operated only during extremely hot weather. Doors and windows will be kept closed when air conditioners are in operation.

16.3. Windows will not be opened to regulate room temperature when heating or air conditioning is in use. Contact the FM when problems are encountered.

16.4. Thermostat settings in the large garages and rooms 101, 102, and 103 at the 10 MS, 12 MS, 490 MS MAFs, and the large garages and rooms 105, 106, and 107 at 564 MS MAFs are to be set as follows:

16.4.1. Set at lowest setting, usually 35 or 40 degrees Fahrenheit, when used for storing vehicles.

16.4.2. May be set at 65 degrees Fahrenheit when personnel are working in these areas. Reset thermostats to the lowest setting when work is completed.

16.4.3. Settings should be adjusted for unusually cold outside temperatures, such as -20 to -40 degrees Fahrenheit. The FM will adjust settings higher if a 35 or 40 degree setting will not keep equipment from freezing.

17. Flag Ceremony:

17.1. Security forces personnel will raise the flag no later than 0700 and lower it no later than 1700 each day. The FM and chef will perform the ceremony if the security forces are not available.

17.2. The 341 OG/OGFM will notify the squadron FM superintendents, who will notify their MAFs, when the flag is to be flown at half-staff.

17.3. The flag will be flown except during extreme inclement weather or when surface winds exceed 18 knots. The FM will make the decision to lower the flag.

17.4. The FM will monitor the condition of the flag and notify MAF supply when it begins to show evidence of wear. Since flags are equipment items, they are accountable and must be exchanged on a one-for-one basis.

18. Safety and Fire Prevention. All personnel are responsible for safety and fire prevention (**AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program***, and **341SWI32-2001, *Fire Prevention and Protection***). Personnel will adhere to the instructions of the FM, or in his or her absence, the FSC.

18.1. The FM is the MAF Safety NCO. If an accident or incident occurs, the FM will inform the MCCC and Squadron FM Superintendent.

18.2. The FM will conduct and annotate a fire drill at least monthly at each MAF.

18.3. Every FM will conduct a fire drill at least once per quarter.

19. Payload Transporter (PT) Van On-Site Requirements:

19.1. Refueling Requirements:

19.1.1. Fuel storage tank servicing is prohibited while a loaded PT van is parked at a MAF.

19.1.2. Limit refueling of vehicles to emergency situations while a loaded PT van is at the MAF, and only if a fire extinguisher is located adjacent to the servicing pump.

19.1.3. Turn off vehicle engines during all refueling operations.

19.1.4. Keep the MAF gate fully open during all refueling operations when a PT van is on site.

19.2. Parking Requirements:

19.2.1. Loaded PT vans will be parked at a grounding point approximately 30 to 45 feet from the missile alert facility support building, along the side of the building where the SCC is located. Any deviations may be an explosive safety violation.

19.2.2. The maintenance officer or team chief is responsible for the safety of the PT van.

19.2.3. PT vans will be grounded to the grounding point while parked at the MAF.

19.2.4. Loaded PT vans and loaded transporter erector vans will not be parked simultaneously at a MAF.

19.2.5. No more than one loaded PT van will be parked at a MAF.

19.2.6. When a loaded PT van is on site the outside area within the MAF fence line will be designated as a NO SMOKING area.

20. IMT Adopted. This instruction adopts AF IMT 55, **Employee Safety and Health Record.**

C. DONALD ALSTON, Colonel, USAF
Commander

Attachment 1

SAMPLE -- MAF VIOLATION LETTER

Date

MEMORANDUM FOR (Applicable squadron FM superintendent)
(Applicable Commander)

IN TURN

FROM: Missile Alert Facility (Applicable FM)

SUBJECT: MAF Violation Letter

1. The following violation(s) was/were committed: (Provide appropriate information/references)

2. Comments about the violation: (Provide appropriate comments)_____

3. Corrective action: (Provide information on corrective taken.)_____

NAME/SIGNATURE OF FACILITY MANAGER

NAME, GRADE, ORGANIZATION OF VIOLATOR

SIGNATURE OF VIOLATOR